Residency Trainee Registration and Onboarding Requirements

		Task	Incoming Resident - R1 and All New to UofC	UofC Resident - Starting a New Program	UofC Resident - Continuing in the Same Program
To be completed prior to July 1st or your specific training start date (if different).	PGME / UofC	Complete and submit the PGME online registration form, which includes payment of the annual administration fee (if applicable).			Not Required
		Once Notified by PGME, set up your UCalgary email address. This can not be completed until the day after PGME processes your registration.		Not Required	Not Required
		Provide your UCalgary email to the PGME office, so they can issue your Letter of Engagement (LOE).		Not Required	Not Required
		Complete the annual registration for returning trainees via the My UCalgary Portal, which includes payment of the annual administration fee (if applicable).	Not Required	Not Required	
		Return your signed LOE to your Program Administrator. Both pages need to be returned, not just the signature page.			
		Register for PPE Simulation training session. Registration email will be sent to you by your Program Administrator.	As needed by program	Not Required	Not Required
		Submit your request online to receive your UNICARD. Instructions will be sent to your UCalgary email.		Not Required	Not Required
		Complete the Personal Protective Equipment (PPE) simulation training session.	As needed by program	Not Required	Not Required
	CPSA	Register with the College of Physicians and Surgeons of Alberta (CPSA) for your practice permit using the link emailed to you.		Not Required	Not Required
		Renew your CPSA Practice Permit.	Not Required		
		Provide a copy of your CPSA Practice Permit to your Program Administrator and the Alberta Health Services Medical Education Office (AHS MEO) (CAL.MedicalEducationOffice@ahs.ca)		Submit to AHS MEO for inspection only if requested	Submit to AHS MEO for inspection only if requested
	CMPA	Register with the Canadian Medical Protective Association (CMPA) for malpractice Insurance.		Not Required	Not Required
		Confirm/Renew your CMPA Membership.			
		Provide a copy of your CMPA Statement of Protection to the AHS MEO (CAL.MedicalEducationOffice@ahs.ca).		Not Required	Not Required
	AHS	If requested, provide your Social Insurance Number (SIN) to the AHS MEO. This information is required to process your hire. If you did not submit your SIN to CARMS you will need to provide it.	New Residents on AHS Payroll Only	Not Required	Not Required
		Complete your Criminal Record and Vulnerable Sector Search. Send the original record check document to the CPSA and a copy to the AHS MEO (CAL.MedicalEducationOffice@ahs.ca).		May be required if gap in training	Not Required
		Complete the AHS Communicable Disease Assessment and provide a copy of your immunization records to AHS Workplace Health & Safety as directed in the AHS MEO Next Steps email once received.		Not Required	Not Required
		Activate your AHS network account.	New Residents from Alberta's medical schools will retain existing accounts	Not Required	Not Required
		Complete the On Our Best Behaviour Module within My Learning Link.	Required every three years (does not need to be repeated if done during clerkship)	Required every three years	Required every three years
		Complete AHS clinical system training requirements applicable for your site (e.g.: Connect Care, etc.).		Additional End User Proficiency Assessments (EUPA) are required if changing disciplines or to reactivate access	Not Required
	PGME / AHS	Provide a copy of your Work Permit to the PGME office and the AHS MEO (CAL.MedicalEducationOffice@ahs.ca).	International trainees only	International trainees only if/when permit renewal required	International trainees only if/when permit renewal required
		Attend PGME/AHS in-person Orientation		Not Required	Not Required
To be completed after the start of the academic year (July 1) or training start date	PGME / UofC	Pay your University of Calgary tuition prior to the tuition deadline. Tuition deadlines can be found in the UofC calendar.			
		Update your contact information (Home, Phone and email addresses) in the My UCalgary Portal.	As needed	As needed	As needed
		Check your UCalgary email address for your verification of enrollment letter.			
		If applicable, submit government student loan forms (e.g.: Form B) to the Registrar's Office through a service request via the My UCalgary Portal.			
		Check your UCalgary email on an ongoing basis, as this email will be used by the PGME office for important communications. If desired, you can set up email forwarding to your AHS email.			
	PGME / AHS	Access and review online D2L orientation information, and complete the attestation.		Not Required	Not Required
	AHS	Update banking information within ePeople.		As needed	As needed
		Complete your flexible benefits enrollment within ePeople.		Current residents will receive a flexible benefits allocation notice in May to complete during the June window	Current residents will receive a flexible benefits allocation notice in May to complete during the June window

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